

### **Canteen Facility at Branches/Offices**

Canteen subsidy is provided to all the offices / branches, irrespective of the strength of employee @ **Rs. 100/- per employee per month**. The payment of Canteen Subsidy @ Rs.100/- per employee per month to be made to the Canteen Vendor.

On the basis of staff working position in HRMS on the last day of the month, HRMD, HO debit the **Staff Welfare Account** centrally and credit the amount @ Rs. 100/- per employee per month in the Inter SOL Account of the concerned branch / Sundry Account of the concerned office on 1st of next month. Branch / Office would debit their Inter SOL account / Sundry Account and make payment to the Canteen Vendor.

Free electricity/Kerosene oil/fuel/LPG is also provided to the contractor for running the canteen.

**(Ref.: HRMD Circular Letter No. 06 dated 14.03.2017)**